

GENERAL SERVICES ADMINISTRATION

Federal Supply Service Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address is: www.GSAAdvantage.gov.

MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)

FSC GROUP: *874*

Contract Number: GS-10F-0080K
December 31, 2004 through December 30, 2009

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at:
www.fss.gsa.gov

**PERFORMANCE RESULTS, INC.
8619 AUGUSTA FARM LANE
GAITHERSBURG, MD 20882**

**Phone: 301-963-5953
Fax: 301-368-3577**

www.performance-results.net

Woman-Owned Small Business

TABLE OF CONTENTS

CUSTOMER INFORMATION:.....1

LABOR CATEGORIES AND PRICING:.....3

CUSTOMER INFORMATION:

1a.

Awarded Special Item Number	Item Listing
874-1, Consulting Services	See Page 3

1b. Lowest Priced Item is the Operational/ Administrative Support 2 at \$46.99 per hour

1c. Labor Category Description can be found on Page LK.

2. Maximum order: \$1,000,000

3. Minimum order: \$300

4. Geographic coverage: All Domestic Locations

5. Point of production: Gaithersburg, MD

6. Prices listed herein are net.

7. Quantity discounts: An additional discount of 30.25% will be given for orders exceeding \$500,000 in a one-year task period from the same customer.

8. Prompt payment terms: Net 30 Days

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items: Not applicable

11a. Time of delivery: As negotiated

11b. Expedited Delivery: As negotiated

11c. Overnight and 2-day delivery: As negotiated

11d. Urgent Requirements: As negotiated

12. F.O.B. point: Destination

13a. Ordering address:

PERFORMANCE RESULTS, INC.
8619 AUGUSTA FARM LANE
GAITHERSBURG, MD 20882

- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment address:

PERFORMANCE RESULTS, INC.
8619 AUGUSTA FARM LANE
GAITHERSBURG, MD 20882
- 15. Warranty provision: Not applicable
- 16. Export packing charges: Not applicable
- 17. Terms and conditions of Government purchase card acceptance: Not applicable
- 18. Terms and conditions of rental, maintenance, and repair: Not applicable
- 19. Terms and conditions of installation: Not applicable
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable
- 20a. Terms and conditions for any other services: Not applicable
- 21. List of service and distribution points: Not applicable
- 22. List of participating dealers: Not applicable
- 23. Preventive maintenance: Not applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not applicable
- 24b. Section 508 compliance is not applicable.
- 25. Data Universal Number System (DUNS) number:
- 26. PRI is registered in the Central Contractor Registration (CCR) database.
- 27. Uncompensated Overtime is not used.



July 2006

ATTN: Modification – Addition of Labor Categories to SIN 874-1

Contract Number: GS-10F-0080K

Estimated Schedule Volume of Business: \$100,000

Labor Category Descriptions

Trainer / Sr. Consultant

Duties/Responsibilities:

This position is responsible for marketing & implementation of company's activities in providing relevant and valuable services to clients. Additionally the Trainer / Sr. consultant is responsible to assist in the delivery of training in Outcomes Based Evaluations.

The following are examples of typical duties. Other duties may be assigned. Essential duties should be identified on a more specific working job description.

- carrying out training needs analysis
- designing course materials and other documentation, possibly using e-learning technologies, to support users;
- organizing, setting up, advertising and delivering courses to meet the needs of learners;
- assessing learner performance and competence;
- monitoring, evaluating and reviewing the quality and effectiveness of training;
- conducting assessment and outcomes of courses delivered;
- meeting with clients to determine requirements;
- working with clients to define the scope of a project;
- planning timescales and the resources needed;
- clarifying a client's specifications, understanding their work practices and the nature of their business;
- liaising with staff at all levels of a client organization;
- analyzing problems and making recommendations;
- presenting solutions in written or oral reports;
- helping clients with change-management activities;
- project managing the design and implementation of preferred solutions;
- preparing documentation and presenting progress reports to customers; and

Minimum Education:

Typically requires a Masters degree in area of assignment. Appropriate certification desired.

Minimum Experience

Required experience can range from 8-10 years, depending on the individual position.

Project Director

Duties/Responsibilities:

This position coordinates major projects or programs within a department or work unit. Coordination may include responsibilities such as administrative, operations, technical or financial duties.

This position differs from trainer and consultant classifications in that project director position is typically focused on large, diverse and complex projects requiring the coordination of tasks and people across departments for multiple clients simultaneously. Minimum qualifications are substantially greater. The following are examples of typical duties but other duties may be assigned as needed. Essential duties are identified within the specific job description.

- Responsible for overall quality and management of major projects or programs
- Coordinates multiple department/ client operations
- Assesses, supplies, and coordinates personnel for current and projected contracts
- Research current education and training needs
- Research contract sources
- Develop contract proposals
- Oversee budget and ensure financial accountability
- Hire personnel for program/project implementation
- Provides supervision of staff across departments
- Supervise project delivery, assesses and satisfies client needs
- Recognizes and solves potential problems and evaluates project/program effectiveness
- Establishes operating procedures for project/program. Ensures procedures meet program goals
- Provides program content expertise, which may include delivering training and direct programming
- Conducts research and write reports/articles
- Networks with local, state and national agencies for future program development

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Excellent supervisory, organizational and training skills

- Skill in program development and execution
- Skill in coordinating activities, evaluating data, and establishing priorities
- Excellent communication and presentation skills
- Awareness and commitment to PRI's EEO/Affirmative Action and Safe Working and Learning Environment goals
- Ability to analyze problems and make well-reasoned, sound decisions
- Related grant experience dealing with area of assignment is helpful

Minimum Education: Typically requires a minimum M.S or M.A. degree in management related field.

Minimum Experience: Required experience minimum 8 years; higher degree can substitute for reduced years of experience, however a minimum of 6 years is required

Trainer

Duties/Responsibilities:

Trainers generally deliver training in Outcomes Based Planning and Evaluation and provide support to trainees through examination of trainee assignments and follow up.

The nature of training is dependent on the content, examples, and staff who attend the training as coordinated by the client. However, typical work activities are likely to include:

- Conducts training needs analysis of the client's interest, level of current knowledge and desired learning goals of the trainees;
- Assists in designing and developing course materials and other documentation, at times using e-learning technologies, to support users;
- Assists in organizing, setting up, advertising and delivering courses to meet the needs of learners;
- Assesses learner performance and competence;
- Monitors, evaluates and reviews the quality and effectiveness of training;
- Conducts assessment of outcomes of courses delivered;
- Provides feed back on learner experiences to curriculum developers;
- Acts as liaison with other bodies, such as external course providers, employers, clients and examining bodies;

Minimum Education:

Minimum of a Masters degree in social services, education, psychology or sociology as well as demonstrated success in conducting training programs.

Minimum Experience:

Required 4-6 years prior training/education experience.

Jr. Consultant

Duties/Responsibilities:

A Junior Consultant gives independent and objective advice to organizations on how best to plan and evaluate projects and programs. The position requires an ability to assess organizational needs and program goals in order to correctly identify and promote an evaluation approach. The consultant will often use other management techniques such as program and financial audits to compliment the tools that are used to meet the client's needs.

The daily routine of a consultant is usually very varied and will depend on the size and nature of the organization being served. Some or all of the following activities may be undertaken:

- Meets with clients to determine requirements;
- Works with clients to define the scope of a project;
- Clarifies a client's specifications, understanding their work practices and the nature of their business;
- Travels to customer sites;
- Acts as liaison with staff at all levels of a client organization;
- Assists in developing agreed solutions and implementing the Evaluation systems;
- Presents solutions in written or oral reports;
- Helps clients with change-management activities;
- Assists in designing, testing, installing and monitoring new evaluation systems;
- Prepares documentation and presents progress reports to customers; and organizes training for clients and other consultants

The work varies according to the nature of the employing organization. Consultancy projects can last from a few hours to several years, depending on the client's requirements.

Minimum Education:

Requires a Masters degree in evaluation, or management related field.

Minimum Experience:

Required experience from 4-6 years

Management Systems Analyst

Duties/Responsibilities:

The Management Systems Analyst is responsible for assessing, analyzing, validating, verifying, and managing the management systems needs of clients and end users.

- Interviews clients about their management systems needs;

- Understands and interprets client needs to internal program staff;
- Uses analytical skills to critically evaluate the information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a more general understanding, distinguish presented user requests from the underlying true needs, and distinguish solution ideas from requirements;
- Uses facilitation skills to lead decision-makers in making management choices;
- Develops proposals to solicit new business and responds to requests for bid or requests for proposals;
- Uses writing skills to communicate information effectively to customers, marketing, managers, and technical staff;
- Uses organizational skills to work with the vast array of information gathered during assessment and analysis;
- Uses interpersonal skills to help negotiate priorities and to resolve conflicts among project stakeholders (such as customers, product management, and engineering);
- Uses modeling skills to represent requirements information in graphical forms that augment textual representations in natural language, including using modeling languages already established in the development organization.

The daily routine of a consultant is usually very varied and will depend on the size and nature of the organization being served. Some or all of the following activities may be undertaken:

- Identifies project stakeholders and users.
- Elicits requirements using interviews, document analysis, requirements workshops, storyboards, surveys, site visits, business process descriptions, use cases, scenarios, event lists, business analysis, competitive product analysis, task and workflow analysis, and/or viewpoints.
- Participates in reviews and inspection of requirements documents
- Manages requirements and tracks requirements status throughout the project
- Manages changes to contracted requirements through effective application of change control processes and tools

Minimum Education:

Masters degree in management related field. Appropriate certification may be required.

Minimum Experience:

5-8 years, depending on education.

Operational/Administrative Support 1

Duties/Responsibilities:

The Operational/Administrative Support I Assistant provides high-level administrative support to management by coordinating the administration of programs, projects and/or processes and by organizing and coordinating financial and operational functions.

The following are examples of typical duties. Other duties may be assigned.

- Prioritizes work, resolves routine conflicts and issues; and prepares, and implements administrative guidelines and procedures
- Provides routine and non-routine information and explanation to clients
- Creates informational materials; provides general supporting research, analysis, and proposal data; prepares, processes, and controls records, statistics, reports, and documents; and/or performs some fiscal support functions
- Schedules appointments, arranges and coordinates design and logistics for events and meetings, and completes other work consistent with a broad understanding of the mission and vision, the role and goals of the administration and the tasks and responsibilities of the Senior Administrative Assistant in the achievement of corporation goals
- May serve as liaison within and outside corporation
- Works under general supervision, within established work parameters, with few direct instructions
- Carries out routine and non-routine tasks with occasional review of work outputs by supervisor
- Performs professional work that requires knowledge of general administrative/office management principles and practices and a good understanding, use and application of concepts, theories, principles, practices, terminology, and applied bases of corporation

Minimum Education:

Requires a bachelor's degree in a related field or an equivalent combination of education and/or experience that demonstrates knowledge and understanding of office administration, work organization, coordination, facilitation, bookkeeping, and/or report writing principles and practices.

Minimum Experience:

Requires a minimum of two years relevant experience in an administrative function, good communication skills, and computer literacy.

Operational/Administrative Support 2

This position supports the **Operational/Administrative Support 1** position and may provide support to the management consulting, facilitation, training, and survey teams. Acts as liaison for the staff when they are out of the office, and coordinates getting information/messages to them in a timely manner.

Duties/Responsibilities:

- Assists in preparing management plans, reports, and deliverables.
- Coordinates schedules to facilitate completion of tasks, training sessions, deliverables, Work Request reviews, briefings, electronic meetings, and surveys.
- Performs analysis, development, and review of program administrative operating procedures.
- May give guidance and direction to other support staff.

Knowledge/Experience/Skills:

Candidate must be able to work independently with minimal supervision. Must be able to effectively use software packages such as MS Word, Excel, PowerPoint, and electronic mail. Must have demonstrated experience in providing administrative support in areas of office management, briefing and deliverable preparation, scheduling, meeting coordination, and copier and fax equipment use.

Qualifications:

Associate's degree and 4 years of general experience, 2 years of specific; High School diploma and 6 years of general experience, 4 years of specific. With a Bachelor's degree in any field, experience needed is 2 years of general and 1 year of specific.

Research Analyst

This position provides support to the firm's training, program evaluation, and web-based data collection operations. Some domestic travel may be required.

Duties/Responsibilities:

- Training and meeting support - develop, compile and distribute meeting and presentation materials for trainers and participants
- Research support - search, gather and summarize information on diverse topics, write summaries of quantitative or qualitative data, format and proofread reports
- Data support - enter, manage, correct and provide technical assistance to users of a web based data collection and reporting system

Desired Knowledge/Experience/Skills:

- Computer skills - ability to search, gather, and summarize information on the internet, Microsoft Word - able to format text using tables, Excel experience - ability to work with databases, and charts, format cells.
- Knowledge of Outlook, Access and SPSS. Knowledge of how to exchange data between windows applications or work with documents containing text and graphics
- Business skills - Must be able to work productively on multiple tasks, with multiple deadlines. Education and Experience

Qualifications

A Bachelor's in the social sciences with one to three years of work experience helpful. Individuals with equivalent work experience and aptitude (5-8 years of paid research experience also considered).

1. COMMERCIAL SALES PRACTICES FORMAT

Name of Offeror: Performance Results, Inc.

SIN: 874-1

Note: Please refer to clause 552.212-70, PREPARATION OF OFFER (MULTIPLE AWARD SCHEDULE), for additional information concerning your offer. Provide the following information for each SIN (or group of SINS or SubSIN for which information is the same).

- (1) Provide the dollar value of sales to the general public/state or local government at or based on market prices, cost build up or an established catalog or market price during the previous 12-month period or the offerors last fiscal year: \$1,100,000. State beginning and ending of the 12-month period. Beginning 1/1/05 Ending 12/31/05. In the event that a dollar value is not an appropriate measure of the sales, provide and describe your own measure of the sales of the item(s). In the event sales are made only to state or local governments, identify such sales accordingly.
- (2) Show your total projected annual sales to the Government under this contract for the contract term, excluding options, for each SIN offered. If you currently hold a Federal Supply Schedule contract for the SIN the total projected annual sales should be based on your most recent 12 months of sales under that contract.

-----+-----+-----+-----+-----+-----
SIN \$ SIN \$ SIN \$
-----+-----+-----+-----+-----+-----
874-1 250,000
-----+-----+-----+-----+-----+-----

- (3) Based on your written discounting policies (standard commercial sales practices in the event you do not have written discounting policies), are the prices (discounts, concessions, terms and conditions in any combination) which you offer the Government equal to or better than that offered to any customer acquiring the same items regardless of quantity or terms and conditions? YES X NO _____. (See definition of "concession" and "discount" in 552.212-70.)

- (4) (a) Based on your written pricing policies (standard commercial sales practices in the event you do not have written pricing policies), provide information as requested for each SIN (or group of SINs for which the information is the same). The information should be provided in the chart below or in an equivalent format developed by the offeror. Rows should be added to accommodate as many customers as required.*See sample attached Most Favored Customer (MFC) pricing comparison spreadsheet.

Column 1 - Customer	Column 2 -Price* (*Disclosures should be made on a separate sheet)	Column 3 - Quantity/Volume	Column 4 - Discounts, Concessions, Terms and Conditions
See attached pricing comparison spreadsheet	See attached pricing comparison spreadsheet	See attached pricing comparison spreadsheet	See attached pricing comparison spreadsheet

- (b) Identify prices offered to GSA in response to this solicitation for services using the table below:

Column 5 - Price Offered to GSA	Column 6 - Unit of Issue (e.g., per hour, per day)	Column 7 - Quantity/Volume	Column 8 - Discount, Concessions, Terms and Conditions Offered to GSA
See attached pricing comparison spreadsheet	See attached pricing comparison spreadsheet	See attached pricing comparison spreadsheet	See attached pricing comparison spreadsheet

- (c) Do any deviations from your written policies or standard commercial sales practices disclosed in the chart in paragraph 4(a) ever result in better prices than indicated? YES ____ NO X ____ . If YES, explain deviations in accordance with the instructions at Figure 515.4-2, which is provided in this solicitation for your convenience.

Figure 515.4-2—Instructions for Commercial Sales Practices Format

If you responded "YES" to question (3), on the COMMERCIAL SALES PRACTICES FORMAT, complete the chart in question (4) (a) for the customer(s) who receive your best price. If you responded "NO" complete the chart in question (4) (a) showing your written policies or standard sales practices for all customers or customer categories to whom you sell at a price that is equal to or better than the price(s) offered to the Government under this solicitation or with which the Offeror has a current agreement to sell at a price which equals or exceeds the price(s) offered under this solicitation. Such agreement shall be in effect on the date the offer is submitted or contain an effective date during the proposed multiple award schedule contract period. If your offer is lower than your price to other customers or customer categories, you will be aligned with the customer or category of customer that receives your best price for purposes of the Price Reduction clause at 552.238-75. The Government expects you to provide information required by the format in accordance with these instructions that is, to the best of your knowledge and belief, current, accurate, and complete as of 14 calendar days prior to its submission. You must also disclose any changes in your price list(s), discounts, prices and/or policies that occur after the offer is submitted, but before the close of negotiations. If your pricing practices vary, the variations should be explained clearly to include a description of the circumstance, frequency, and selling terms and conditions. You may limit the information reported to those services that exceed 75% of actual historical Government sales (commercial sales may be substituted if Government sales are unavailable) value of the special item number (SIN).

Column 1—Identify the applicable customer or category of customer. A "customer" is any entity which acquires supplies or services from the Offeror. The term customer includes, but is not limited to state and local governments, educational institutions (an elementary, junior high, or degree granting school which maintains a regular faculty and established curriculum and an organized body of students), national accounts, and end users. In any instance where the Offeror is asked to disclose information for a customer, the Offeror may disclose information by category of customer if the offeror's pricing policies or practices are the same for all customers in the category. (Use a separate line for each customer or category of customer.)

Column 2—Identify the price. Indicate the best price (based on your written pricing policies or standard commercial pricing practices if you do not have written pricing policies) at which you sell to the customer or category of customer identified in column 1, without regard to quantity; terms and conditions of the agreements; and whether the agreements are written or oral. If the price is a combination of various discounts (prompt payment, quantity, etc.), each type of discount should be fully identified and explained. If the price lists which are the basis of the discounts given to the customers identified in the chart are different than the price list submitted upon which your offer is based, identify the type or title and date of each price list. The contracting officer may require submission of these price lists. To expedite evaluation, offerors may provide these price lists at the time of submission. If market prices are used, provide documentation to substantiate pricing (e.g., agreements with corporate customers, internal policies, market prices, quote sheets, pricing agreements and invoices, etc.) and identify the effective period, pricing and any other terms and conditions clearly. If prices are based on cost, provide information other than certified cost or pricing data to show how the offeror arrived at the proposed price. A price certification is not required. If rates are audited by a Federal

Agency, include this information in the narrative. Disclosures should be made on a separate sheet.

Column 3—Identify the quantity or volume of sales. Insert the minimum quantity or sales volume which the identified customer or category of customer must either purchase/order, per order or within a specified period for the best price. When purchases/orders must be placed within a specified period to get the best price, indicate the time period.

Column 4—Indicate concessions regardless of quantity granted to the identified customer or category of customer. Concessions are defined in solicitation clause 552.212-70, Preparation of Offers (Multiple Award Schedule). If the space provided is inadequate, the disclosure should be made on a separate sheet by reference.

Columns 5-8—Fill in the requested information.

If you respond "YES" to question 4 (c) in the Commercial Sales Practices Format, provide an explanation of the circumstances under which you deviate from your written policies or standard commercial sales practices disclosed in the chart on the Commercial Sales Practices Format and explain how often they occur. Your explanation should include a discussion of situations that lead to deviations from standard practice, an explanation of how often they occur, and the controls you employ to assure the integrity of your pricing. If deviations from your written policies or standard commercial sales practices disclosed in the chart on the Commercial Sales Practices Format are so significant and/or frequent that the Contracting Officer cannot establish whether the price(s) offered is fair and reasonable, then you may be asked to provide additional information. The Contracting Officer may ask for information to demonstrate that you have made substantial sales of the item(s) in the commercial market consistent with the information reflected on the chart on the Commercial Sales Practice Format, a description of the conditions surrounding those sales deviations, or other information that may be necessary in order for the Contracting Officer to determine whether your offered price(s) is fair and reasonable.

In cases where additional information is requested, the Contracting Officer will target the request in order to limit the submission of data to that needed to establish the reasonableness of the offered price.

Commercial Labor Category	Commercial Rates per hour	Most Favored Customer	Most Favored Customer Labor Category	Most Favored Customer Rate per hour	MFC Discount off Commercial Rates	GSA Proposed Rates per Hour	GSA Discount off Commercial Rates	GSA Proposed Rates per Hour (with IFF)	GSA Proposed Daily Rates per Hour (with IFF)
Project Director	\$275.00	PA Humanities Council	Project Director	\$275.00	0%	\$192.50	30%	\$193.94	\$1,551.52
Trainer	\$250.00	IYD	Trainer	\$250.00	0%	\$175.00	30%	\$176.31	\$1,410.50
Jr. Consultant	\$166.67	NM Museum of Natural History & Science	Jr. Consultant	\$166.67	0%	\$116.67	30%	\$81.67	\$653.35
Management Systems Analyst	\$150.00	IYD	Management Systems Analyst	\$150.00	0%	\$105.00	30%	\$105.79	\$846.30
Operational/ Administrative Support 1	\$78.03	PA Humanities Council	Admin Level 1	\$78.03	0%	\$54.62	30%	\$55.03	\$440.24
Research Analyst	\$118.67	Alliance for the Family	Research Analyst	\$118.67	0%	\$83.07	30%	\$83.69	\$669.54
Operational/ Administrative Support 2	\$ 66.63	Utah Willard Marriott Library	Admin Level 2	\$66.63	0%	\$46.64	30%	\$46.99	\$375.93

**Performance Results Incorporated
Commercial Price List
Prices Effective 4/1/06**

Position Title	Hourly Labor Rate
Project Director	\$275.00
Senior Consultant	\$250.00
Trainer	\$250.00
Junior Consultant	\$166.67
Research Analyst	\$118.67
Management Systems Analyst	\$150.00
Operational/Administrative Support I	\$78.03
Operational/Administrative Support II	\$66.63
Operational/ Administrative Support III	\$46.69

MOBIS SIN 871-1

New Labor Categories (Requested)	Skill Category	GSA Hourly Rate	GSA Daily Rate
	Project Director	\$193.94	\$1,551.52
	Trainer	\$156.57	\$1,252.56
	Jr. Consultant	\$81.67	\$653.35
	Management Systems Analyst	\$83.69	\$669.52
	Operational/ Administrative Support 1	\$55.03	\$440.24
	Research Analyst	\$83.69	\$669.54
	Operational/ Administrative Support 2	\$46.99	\$375.93
Existing Labor Category	Trainer / Sr. Consultant	\$90.68	634.72